How to Hang Your Ceiling Fan

⚠ WARNING

The fan must be hung with at least 7' of clearance from floor to blades (Figure 4).

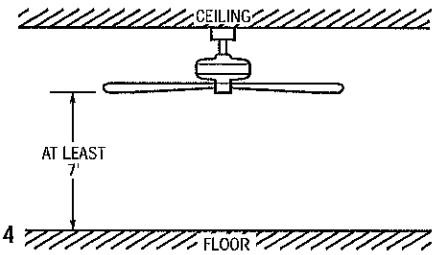

Figure 4

⚠ WARNING

The outlet box and joist must be securely mounted and capable of supporting at least 50 lbs. Use only a U.L. outlet box listed as "Acceptable for Fan Support".

⚠ WARNING

To reduce the risk of fire, electric shock, or personal injury, mount fan to outlet box marked "Acceptable for Fan Support", and use screws supplied with outlet box. Most outlet boxes commonly used for support of light fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.

☐ 1. Securely attach the hanger bracket to the outlet box using the two screws supplied with the outlet box (Figure 5).

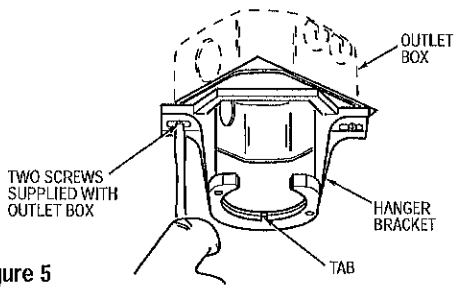

Figure 5

⚠ WARNING

Hanger bracket must seat firmly against outlet box. If the outlet box is recessed, remove wall board until bracket contacts box. If bracket and/or outlet box are not securely attached, the fan could wobble or fall.

☐ 2. Carefully lift the fan from the foam pad and seat the hanger ball/downrod assembly on the hanger bracket that was just attached to the outlet box (Figure 6). Be sure the groove in the ball engages with the tab on the hanger bracket (Figure 5).

⚠ WARNING

Failure to seat tab in groove could cause damage to electrical wires and possible shock or fire hazard.

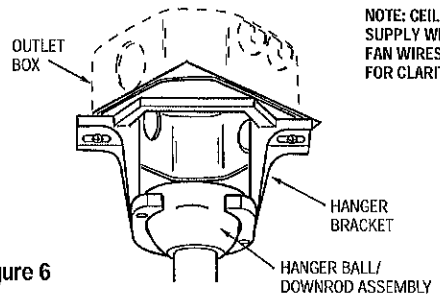
NOTE: CEILING COVER, SUPPLY WIRES AND FAN WIRES OMITTED FOR CLARITY.
OUTLET BOX
HANGER BRACKET
HANGER BALL/ DOWNROD ASSEMBLY

Figure 6

⚠ WARNING

To avoid possible fire or shock, do not pinch wires between the hanger ball/downrod assembly and hanger bracket.

How to Wire Your Ceiling Fan

If you feel that you do not have enough electrical wiring knowledge or experience, have your fan installed by a licensed electrician.

⚠ WARNING

To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring.

NOTE: If you are not sure if the outlet box is grounded, contact a licensed electrician for advice, as it must be grounded for safe operation.

☐ 1. Connect the green grounding lead from the hanger ball and the green grounding lead from the hanger bracket to the grounding conductor of supply (this may be a bare wire or wire with green colored insulation).

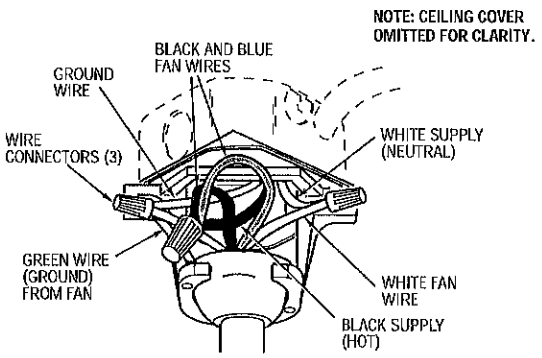

Figure 7

NOTE: If you are using an Emerson light fixture with your fan, remove the three screws securing the switch housing cover to the switch housing and remove the cover. Remove the screw plug from the bottom of the switch housing cover and install the light in accordance with the light kit Owner's Manual.

☐ 2. Connect the fan motor white wire to the supply white (neutral) wire using a wire connector (supplied) (Figure 7). Connect the fan motor black wire and blue wire to the supply black (hot) wire using a wire connector (supplied) (Figure 7). Your fan is now wired to be turned on and off from the fan switch. After connections have been made, turn leads upward and carefully push leads into the outlet box, with the white and green leads on one side of the outlet box and the black and blue leads on the other side of the outlet box.

⚠ WARNING

Check to see that all connections are tight, including ground, and that no bare wire is visible at the wire connectors, except for the ground wire. Do not operate fan until blades are in place. Noise and fan damage could result.

☐ 3. Screw the two threaded studs (supplied) into the tapped holes in the hanger bracket.

☐ 4. Lift the ceiling cover up to the threaded studs and turn until studs protrude through the holes in the ceiling cover (Figure 8).

☐ 5. Secure the ceiling cover in place by sliding lockwashers over the threaded studs and installing the two knurled knobs (supplied). (Figure 8). Tighten the knurled knobs securely until the ceiling cover fits snugly against the ceiling and the hole in the ceiling cover is clear of the downrod. Your fan is now wired to be turned on and off from the fan switch.

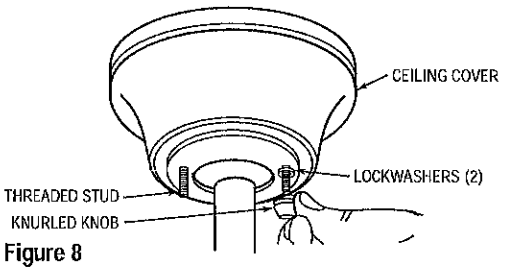

Figure 8

⚠ WARNING

To avoid possible fire or shock, make sure that the electrical wires are completely inside the outlet box and not pinched between the ceiling cover and the ceiling.

☐ 6. Cut the 3-speed switch pull chain to a desired length (optional). Connect the wood pendant (supplied) to the 3-speed switch pull chain by sliding the wooden pendant (small hole first) onto the pull chain. Attach the chain coupling to the end of the chain and allow the wooden pendant to fall down over the coupling.

Using Your Ceiling Fan

⚠ WARNING

To reduce the risk of fire or electrical shock, do not use this fan with any solid-state speed control device.

☐ 1. Restore electrical power to the outlet box by turning the electricity on at the main fuse box.

☐ 2. Check the operation of the fan by gently pulling on the pull chain switch.

☐ 3. All fans are shipped from the factory with the reversing switch positioned to circulate air downward. If airflow is desired in opposite direction, turn your fan off and wait for the blades to stop turning, then slide the reversing switch to opposite position, and turn fan on again. The fan blades will turn the opposite direction and reverse the airflow.

Your fan model is equipped with a 4-position, 3-speed pull chain switch. The operating sequence is as follows:

THREE-SPEED
1st Pull — High
2nd Pull — Medium
3rd Pull — Low
4th Pull — Off